

RESOLUTION NO. 2001-301

A RESOLUTION OF THE LODI CITY COUNCIL APPROVING  
CHANGES TO THE JOB SPECIFICATION AND TITLE CHANGE  
FOR THE POSITION OF CHIEF BUILDING INSPECTOR TO  
BUILDING OFFICIAL

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NOW, THEREFORE, BE IT RESOLVED, that the Lodi City Council does hereby approve changes to the job specification and title change for the position of Chief Building Inspector to Building Official, as shown on Exhibit A attached hereto.

Dated: December 19, 2001

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I hereby certify that Resolution No. 2001-301 was passed and adopted by the City Council of the City of Lodi in a regular meeting held December 19, 2001 by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Howard, Land, Nakanishi,  
and Mayor Pennino

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None

  
SUSAN J. BLACKSTON  
City Clerk

## **BUILDING OFFICIAL**

### **DEFINITION**

Plans, organizes, and supervises the activities of the Building Division in the Community Development Department; participates in code interpretation, plan checking, issuance of permits, and field inspections and performs the most technically complex tasks within the Division.

### **DISTINGUISHING CHARACTERISTICS**

The Building Official has managerial responsibility for the Building Division and is distinguished from the Building Inspector positions by this responsibility. The Building Official has legal responsibility and powers in the enforcement of codes, ordinances, and State laws.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Community Development Director.

Responsibilities include direct and indirect supervision over professional, technical and clerical personnel within the Division.

### **EXAMPLE OF DUTIES**

Duties may include, but are not limited to, the following:

- Plans, assigns, supervises, and reviews the work of within the Building Division;
- Develop and implements the division goals, objectives, policies and priorities;
- Assumes major responsibility for policy and program development of the Building Division, including budget development and administration;
- Assumes significant responsibility for a variety of personnel activities including performance evaluations, training, hirings, dismissals, and disciplinary actions;
- Enforces the provisions of the Uniform Codes adopted by the City of Lodi, including the Building, Mechanical, Plumbing, Electrical, Housing and Dangerous Building Codes, Zoning Ordinances, and State laws. Issues building permits, Stop Work Orders, demolition orders, and citations pursuant to this enforcement responsibility;
- Reviews construction plans with plan checkers and other City departments.
- Interprets Uniform Code adopted by the City of Lodi;
- Conducts field inspection of residential, commercial, and industrial structures;
- Identifies unsafe buildings and recommends condemnation procedures;
- Reviews and inspects housing and sanitation complaints;
- Coordinates activities of the Building Inspection Division with other City departments and outside agencies;
- Responds to complaints or technically complex questions raised by the public;

- Prepares reports, maintains records, approves vouchers and purchase orders, and otherwise administers the activities of the Division;
- Performs related work as required.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Building construction principles and practices, including detailed familiarity with carpentry, plumbing, electrical, and other building trades;
- Safety and construction standards of the building construction industry;
- Practices and procedures of contracting in the building construction industry;
- Uniform Building, Plumbing and Mechanical, National Electrical, and Health and Safety Codes;
- City of Lodi Codes and Ordinances pertaining to buildings, construction, health, and safety;
- Principles of organization, administration, budgeting and personnel management.

#### **Ability to:**

- Interpret and explain codes, regulations, and ordinances;
- Detect through inspection deviations from plans, codes, regulations, and ordinances;
- Read and understand building construction plans and drawings;
- Plan and organize daily work;
- Supervise the work of others by assigning, overseeing, and reviewing work;
- Communicate clearly, orally and in writing;
- Analyze division policies and procedures; identify, recommend and implement improvements.

### **EDUCATION AND EXPERIENCE**

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

#### **Experience:**

Five (5) years of experience as a Building Official, Plans Examiner or Building Inspector including two years that includes supervisory experience.

#### **Education:**

Equivalent to an Associates of Arts Degree with emphasis in pre-engineering, construction technology or closely related field.

**LICENSES AND CERTIFICATES:**

- Possession of a valid Driver's License issued from the California Department of Motor Vehicles.